

Critical Workplace Skills Scope and Sequence

Unit One - *Career and Placement Preparation*

1. Resume Preparation
2. Letter of Application
3. Job Application
4. Interview Questions
5. Dress for Success
6. Work-based Learning Site Goals

Unit Two - *Legal and Safety*

1. Safety in the Workplace
2. Labor Laws
3. Sexual Harassment Laws
4. Discrimination Laws
5. Workers Compensation – Senate Bill 28, 1996
6. Required Forms*
 - Learning/Skills Grid
 - Training Agreement
 - Confidentiality Agreement
 - Transportation Form
 - IEP Form, Where Applicable
 - Others

Unit Three - *Professional Character*

1. Ethics
2. Self-Esteem
3. Self-Management
4. Integrity/Honesty
5. Positive Attitude
6. Goal Setting

Unit Four - *Interpersonal Communication*

1. Teamwork
2. Conflict Resolution

Unit Five - *Analysis and Evaluation*

1. Goal Evaluation, Career Research and Future Plan
2. Evaluation of WBL Experience – journals, portfolios, reports, etc.
3. Evaluation
 - Employer Evaluation
 - Self Evaluation

*MUST BE COMPLETED PRIOR TO THE STUDENT BEGINNING WORK-BASED LEARNING EXPERIENCE